

District: _____ Evaluation Contact Person: _____ Date of Review: _____

Certified Personnel Evaluation Plan Checklist
Indicators taken from KRS 156.557 and 704 KAR 3:345

KRS 156.557 Section	704 KAR 3:345 Section	Page Number in District Plan where Evidenced	
			A. Plan developed by evaluation committee:
(3) (c) 1	4 (1)		1. Equal number of teachers and administrators
	3		2. Approved by local board of education
			B. Plan provides for:
	6		1. Designated contact person
	5 (2)		2. Explanation to and discussion with all certified personnel "no later than the end of the first month of reporting for employment for each school year"
	5 (3)		3. Performance standards with indicators for major job categories
(3) (b)	4 (2)		4. Formative and summative processes
(3) (c) 2	4 (2) (a)		5. Immediate supervisor designated primary evaluator
(3) (c) 2	4 (2) (a)		6. Third party observer process
(3) (c) 3	4 (2) (b)		7. Observations conducted openly
	4 (2) (c)		8. Alignment of growth plans with school/district improvement plans
	4 (2) (c)		9. Annual review of growth plans
	4 (2) (d)		10. Provisions for Superintendent's professional growth pursuant to KRS 156.111
	4 (2) (e)		11. Conference within one week of observation
	4 (2) (e)		12. Summative conference includes all evaluation data
	4 (2) (f)		13. Annual evaluations with multiple observations for non-tenured certified personnel
	4 (2) (g)		14. Multiple observations for tenured teachers when observation is unsatisfactory
	4 (2) (h)		15. Summative evaluations for tenured teachers minimum of once every three years
	4 (2) (i)		16. Summative evaluations for administrators annually
	4 (2) (j)		17. Evaluations (except Supt.) on approved forms to become part of official personnel file
	4 (2) (l)		18. Opportunity for written response/become part of official file
	4 (2)(m)		19. Copy of evaluation provided to evaluatee
(3) (c) 5			20. Corrective action process

KRS 156.557 section	704 KAR 3:345 section	Page Number in District Plan where Evidenced*		C. Teacher and Administrator Evaluation forms include:
		Teacher Forms	Administrator Forms	
	5 (1)			1. Specific descriptors or indicators that can be measured or observed and recorded
(2)				2. List of performance criteria for teachers and administrators:
(a)				<ul style="list-style-type: none"> • Performance of responsibilities related to assignment, including, attendance and punctuality and evaluating results
(b)				<ul style="list-style-type: none"> • Demonstration of effective planning of curricula, classroom instruction, and classroom management, based on research..., or school management skills based on validated managerial practices
(c)				<ul style="list-style-type: none"> • Demonstration of knowledge and understanding of subject matter content, or administrative functions and effective leadership techniques
(d)				<ul style="list-style-type: none"> • Promotion and incorporation of instructional strategies or management techniques that are fair and respect diversity and individual differences
(e)				<ul style="list-style-type: none"> • Demonstration of effective interpersonal, communication, and collaboration skills among peers, students, parents, and others
(f)				<ul style="list-style-type: none"> • Performance of duties consistent with school, community goals and administrative regulations
(g)				<ul style="list-style-type: none"> • Demonstration of use of resources, including technology
(h)				<ul style="list-style-type: none"> • Demonstration of professional growth
(i)				<ul style="list-style-type: none"> • Adherence to the professional code of ethics
(j)				<ul style="list-style-type: none"> • Attainment of other established EPSB standards not included in above
(6)				D. Appeals process that includes:
	7 (1)			1. Right to a hearing
	7 (2)			2. Opportunity to review all documentation submitted by both parties reasonably in advance
	7 (3)			3. Right to presence of chosen representative
	9			4. Opportunity to appeal to Kentucky Board of Education

***Section C** must also be completed for any evaluation forms used in addition to teacher forms or administrator forms. For example, if a specific form has been developed for use when evaluating media specialists, you must indicate the page number of the media specialist's evaluation form on which required components are evidenced.